



# **PERSONNEL POLICIES AND PROCEDURES MANUAL**

## **Introduction**

The purpose of this manual is to provide Lawrence Livermore National Laboratory (LLNL) personnel policies and procedures pertaining to the employment relationship between an employee (other than those covered by the University of California Senior Management Personnel Policies) and the Laboratory.

Personnel policies can be amended only by the Director with the concurrence of the President of the University of California (UC) and, as appropriate, the Department of Energy (DOE). Exceptions to the policies require the approval of the Director and, as appropriate, the President of the University and/or DOE.

Laboratory policies and procedures on a variety of subject matters (i.e., health and safety, security, finance and business practices) may be found in other manuals and guides in paper and/or electronic form.

When using this manual, refer to both the personnel policy and the procedure to implement the policy. The section number and title in the implementing procedure correspond to those in the personnel policy.

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